

State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706

**Supplementary Examination Announcement**

**DATA PROCESSING ASSISTANT - 11420**

Monthly Salary Range: \$2782 - \$3781

Option 1 – Computer Operations

Option 2 – Data Entry

General duties: A Data Processing Assistant serves as a member of the agency's information processing program and performs clerical work that is controlled by established methods and procedures but requires some judgment in preliminary assembly, editorial efforts, some choice in procedures and independent action in the disposition of routine matters. As a data entry employee, one is responsible for difficult data entry duties that require interpreting data and correcting or entering appropriate codes or summaries of information to be keyed. A computer operations employee balances input/output records and reports and assures correctness of work produced.

Desirable training and experience: Completion of high school plus one year of related data processing experience or equivalent training and experience.

Knowledges tested:

- Option 1: Interpreting Work Procedures; Documenting Work Activity; Reasoning Ability.
- Option 2: Data Entry Instructions; Data Codes; Data Comparison.

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Option 2, the candidate must demonstrate ability to enter data from copy at a minimum net rate of 5,063 keystrokes per hour.

**Note: Per the personnel rules an applicant shall not be permitted to retake a multiple-choice and / or performance examination until 30 days has elapsed.**

Equipment for Performance test: Data entry tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

Length of eligibility: One year.

Counties in which Option 1 positions are established: Cook, Sangamon

Counties in which Option 2 positions are established: Sangamon

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

Transferred to Group A 6-13-16, (RC-014-08B) Salary 4-1-16, Counties Updated 6-3-16,